

**BELTON PARISH COUNCIL**  
**INCORPORATING SANDTOFT AND BELTOFT**

Clerk Clare Boyall  
Tel: 07876194049 email: beltonparish@gmail.com

12 November 2024

Dear Councillor

You are hereby summoned to the Personnel Committee meeting of the Belton Parish Council which will be held at the Belton Public Hall on **Tuesday 19 November 2024 at 6.30 pm.**

Yours faithfully

*C Boyall*

Clerk to the Council

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms, but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

No	Item	Proposer
1	<b>Public Participation Session</b> Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session (which will be conducted at 7.00 pm before the Council meeting) The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking.	
2	<b>Apologies</b> To receive apologies and reasons for absence.	
3	<b>Declarations of Interest</b> To record any Declaration of Interest made by members in respect of items on this agenda (Members should identify the agenda item and type of interest being declared.)	
4	<b>Granting of Dispensations (Code of Conduct, 2012)</b>  Vote to exclude the press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.	
5	<b>Draft Minutes of the Personnel Committee meeting held on 15 October 2024</b> To approve the draft minutes of the Personnel Committee meeting held on 15 October 2024.	
6	<b>Staff Appraisal Feedback</b> Feedback from the Clerk's staff appraisal.	
7	<b>Staff Terms and Conditions</b> To review the Clerk's and Handyperson's terms and conditions to comply with the Council's Risk Management policy.	
8	<b>Sexual Harassment Policy</b> To consult with the Clerk regarding the new Sexual Harassment policy and note that the Clerk will speak to the handyperson regarding this new policy.	

9	Date and Time of next meeting	
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